



MANAGEMENT INFORMATION NETWORK REPORT, CHAINLINE, AND WEEKLY ACTIVITY REPORT

PURPOSE

This Instruction defines the policy and procedures for preparation and distribution of the Management Information Network (MIN) Report, Chainline, and Weekly Activity Report.

POLICY

The free flow of information among the various components of an organization is essential to the success of that organization. In order to provide efficient and cost-effective services, the various levels of the Meat Grading and Certification (MGC) Branch must be fully and promptly informed of any significant activities related to field and industry operations.

I. Responsibilities

A. Office of Field Operations (OFO) Secretary

The OFO secretary is responsible for compiling, preparing, and distributing the nationwide MIN Report and Chainline. The information for these reports is obtained primarily from the MIN Reports submitted by individual supervisors in addition to other sources.

1. Both reports will be prepared to correspond with the pay period. Late breaking items can be included in as-yet undistributed reports.
2. The MIN Report and Chainline will be ready for distribution no later than close of business (c.o.b.) Thursday following the end of the pay period. The distribution method is by email and weekly mailing.
3. The reports will be prepared in accordance with the applicable **Procedures** section of this instruction.

B. Supervisory Meat Graders (SMG)

The SMG's are responsible for preparing a MIN report covering the activities in their area of responsibility.

1. The MIN Report will be prepared to correspond with the pay period.
2. The SMG's will electronically transmit the report to their Assistant Director (AD) and the OFO secretary no later than c.o.b. Monday following the end of the pay period.
3. If, in the opinion of the SMG, certain articles should not appear in the Chainline, the statement "NOT FOR THE CHAINLINE" will follow the article.
4. The report will be prepared in accordance with the applicable **Procedures** section of this instruction.

II. **Procedures**

A. General

All supervisors and managers must constantly monitor and analyze the events and conditions within their area of responsibility that may impact on the operation of local and national MGC Branch programs. Sources will include, but are not limited to, industry, academia, the news media, and local meat graders. The reports will be written so that each level can be built from the other with very little rewriting necessary.

B. Nationwide MIN Report - Contents and Format

The Nationwide MIN Report will address the following topics and be accurate and concise, and include sufficient detail to be self-explanatory.

1. Industry – Include any known or anticipated significant personnel, production, and marketing changes occurring within the meat industry. This can include meat and livestock production, retail sales, trade organizations, academia, and government activities. Additional examples are area wide livestock consist (no specifics), new program recaps, tagger movements, supervisory meetings with industry, etc. Do not include specific contract award information, or information obtained from news media sources unless it specifically relates to MGC Branch programs. The media source will be cited, as applicable.
2. Technical – Include an overview of technical programs that highlight significant trends, events, or changes (actual and anticipated) that might impact the MGC Branch on a national level. This may include national accuracy levels, developments in methods to increase accuracy, appeals and/or destination reviews of national significance, and formal training for cross-utilized employees, new hires, and intermittents. Do not include information on informal training or individual job performance.
3. Resource Management – Include significant activities related to the management of MGC Branch field resources incorporating personnel changes such as retirements, resignations, anticipated and/or actual relocations, and hiring of full-time employees. Additional topics are events

impacting revenue such as plant closures, program changes, and efforts to decrease program overhead and increase the efficiency and effectiveness of national MGC Branch operations.

4. Customer and Public Relations – Include an overview of national activities highlighting relationships with customers. This may include recruiting activities, consumer and industry education, attendance at conferences and meetings, providing carcass factors to universities and fairs, and demonstrations.

C. SMG MIN Report - Content and Format

The SMG MIN Reports will address the topics outlined in the National MIN Report and be accurate and concise, but include sufficient detail to be self-explanatory.

The SMG report should include significant local activities relating to grading, certification, trade relationships, training, mentoring, and accuracy. The SMG reports will follow the national format.

D. Chainline and Activity Report - Content and Format

The Chainline is designed to provide information of interest to all employees in the MGC Branch. It may include current events, selected articles from the nationwide MIN Report on industry and technical issues, as well as information on customer relations and resource management. Additionally, the OFO secretary will prepare articles on employee awards (do not include amounts or specific reasons), special recognition, and issues of a personal nature appropriate for this report. Award information will be obtained from and/or verified by the Administrative Office. Sensitive information, such as death of a family member, marriages, births, etc., may only be included with the consent of the employee involved. Each Chainline can also contain messages from the Chief, Assistant Chief, and the National Labor-Management Partnership Council. Articles for the Chainline can be submitted to the OFO secretary by any employee of the MGC Branch, and will be included at the discretion of the Assistant Chief. The format is similar to the National MIN Report. Chainline and MIN report articles are also used for the Livestock and Seed Program's weekly Activity Report.

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